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OFFICE OF TRAINING

Expiration Date 31 December 1960

NOTICE
No. 25-60

22 November 1960

SUBJECT: Meeting of OTR Employees

1. There will be a series of meetings for OTR employees to be held during the month of December, at which time the Director of Training will discuss topics of particular concern and interest to ST designees.

2. For personnel in the Headquarters area meetings will be held in the R&D Auditorium on Wednesday, 14 December and on Thursday, 15 December at 1600; and arrangements will be made for a special assembly of [redacted]

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3. Attendance at one of the headquarters meetings is mandatory for each OTR career employee in the area. Although not required to attend, staff employees detailed to OTR are welcome at either of these meetings.

4. School and Staff Chiefs will:

a. Determine who should attend each of the scheduled sessions so as to cause minimum disruption to on-going activities.

b. Notify the Registrar in advance of the meeting of the numbers to attend each session.

5. PC/TR will be responsible for arranging attendance of ST careerists who are on rotational assignments to other Offices at headquarters.

[redacted]

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MATTHEW BAIRD
Director of Training

Distribution:
All OTR Employees

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.



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